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Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer

DATE: 23 March 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report No. 12
16 - 22 March 1955I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

1. Catalog of Courses - Revisions have been received from Chiefs, Intelligence School and Language and External Training; these include minor changes in course descriptions and schedules. Target date for distribution of first revision and new schedule is 1 May.

2. OTR Film, [] - Screen tests of nine possibilities completed and forwarded to Director, [] third draft of script is being written. Script writer is conferring with [] personnel concerning production scheduling and problems in foreign areas.

3. Training Aids Completed -

a. Management Training - Design and construction of a special demonstration model training aid.

b. Intelligence Methods - Design and artwork of one training chart.

c. World Communism Course - Design and artwork for a total of thirteen training charts.

d. [] - Design and production of twenty training charts; eighteen charts completed to date; two charts approximately 75% completion on each.

e. Language Training Staff - Printing of the revised Language Training wall chart has been completed and delivery made. Five hundred copies were sent to FSI/Department of State.

f. Personnel Office - Design and artwork of one briefing chart.

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4. Assistance in Training Program for [REDACTED]

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[REDACTED] conducted a lesson in the organization, activities and materials of a training support unit for the personnel of [REDACTED]

5. Renovation of [REDACTED] Auditorium - Plans have been completed for the renovation of the [REDACTED] auditorium to provide a seating capacity at student tables of thirty-five students. Raised floor levels will be retained. Renovation will be completed by 25 April.

6. Films for [REDACTED]

- a. One retention film due
- b. Twenty-one loan films due
- c. Sixteen loan films sent

7. Attendance at Language Films -

<u>Date</u>	<u>Language</u>	<u>Attendance</u>
3/16/55	Portuguese	[REDACTED]
3/17/55	Russian	
3/22/55	French	

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